Los Alamos National Laboratory **Environmental Restoration Project** Standard Operating Procedure	No: LANL-ER-SOP-01.04 Rev: 3

SAMPLE CONTROL AND FIELD DOCUMENTATION

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SAMPLE CONTROL AND FIELD DOCUMENTATION

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SAMPLE CONTROL AND FIELD DOCUMENTATION

1.0 PURPOSE

This procedure describes the steps necessary to document the traceability of samples collected for the Environmental Restoration (ER) Project.

2.0 SCOPE

2.1 Applicability

This procedure is applicable to all ER Project activities involving samples collected for analysis for regulatory compliance.

2.2 Training

The Field Project Leader (FPL), Field Team Leader (FTL), Sample Management Office (SMO) staff, and site workers responsible for collecting samples and preparing documentation must be familiar with the objectives of sample control and documentation. They must document that they have read and understood this procedure.

Classroom or on-the-job or both types of training is required for the Field Systems (ACCESS and 4D) that must be used for generating field paperwork and electronic files for the SMO.

3.0 DEFINITIONS

Chain of Custody: The procedural steps to assure traceability of a sample from initial collection to final disposition.

A sample is in one's custody when one or more of the criteria listed below have been satisfied:

- the sample is in one or more of the field team members' physical possession, or
- the sample is in one's view after being in one's physical possession, or
- the sample is in a locked or secured area (accessible only to authorized personnel) and maintained in a manner that would make any tampering evident.

Documentation of these criteria provides evidence that the chain of custody has been maintained.

The Chain of Custody/Request for Analysis form documents the traceability of the sample and the location from which the sample was collected.

Electronic Follower: A floppy disk containing in electronic format the information that is found on the Chain of Custody/Request for Analysis form. The electronic follower is used to track sample data.

Field Team Members: Those authorized individuals present at a sampling site during sample collection. Their presence at the site must be documented, which can be done with Daily Activity Logs, Field Log Books, or Tailgate Safety Meeting Forms.

Field Systems: The ACCESS or 4D softwares used to generate field paperwork and electronic files.

4.0 BACKGROUND AND CAUTIONS

All work performed for the ER Project must be thoroughly and accurately documented. Sample control and documentation are necessary to document the work performed in the field, to ensure traceability and defensibility of resulting data, and to be legally defensible. Lack of complete documentation may render the field work invalid.

5.0 EQUIPMENT

Computer
Compatible Printer

6.0 PROCEDURES

A. Contact the SMO at least 2 weeks, preferably 30 days, before field work is to begin. This will allow the SMO to ensure adequate laboratory space is available for specific analyses and turnaround needs. The SMO will also be able to provide recommendations from associated laboratories regarding minimum amounts of matrix needed by each laboratory so that the field teams will be able to better plan volumes and containers to minimize excess sample material and unnecessary analytical costs.

B. All forms will be computer-generated using 4D or ACCESS Field Systems as shown in Attachments A through C. Corrections, if any, must be made with dark-colored indelible ink. To ensure integrity of documentation, it is preferable that handwritten corrections not be made to the Chain of Custody/Request for Analysis forms. However, if such corrections are made, the electronic follower must be corrected before delivery to the SMO. The electronic follower **must** match the Chain of Custody/Request for Analysis form before delivery to the SMO.

C. Obtain from Facility for Information Management, Analysis, and Display (FIMAD) the ER location identification (ID) number for the area where sample collection is planned. The location ID number is prefixed with the Technical Area (TA) number. This unique identifier allows location information to be entered into the FIMAD system and also connects the exact location with the analytical results.

D. Follow the standard operating procedures (SOPs) for media-specific sample collection. These SOPs may require following special instructions or completing additional forms.

E. Documents must not be destroyed or discarded even if they are illegible or contain inaccuracies that require replacement documents. Any inaccuracies must be resolved upon discovery by crossing through the error with a single line, correcting it on the original document, and initialing and dating the correction. If the correction is not self-explanatory, the individual must assign a number to the correction and attach to the original a sheet that fully describes the correction.

6.1 Sample Identification

Field System computer-generated forms and labels must be prepared so that identification and chain-of-custody records can be maintained and sample disposition can be controlled. The labels and forms associated with this procedure are listed below. Examples are provided as Attachments A through C.

Field Units may use either Field System to generate the forms and labels described below. Slight variations in the placement of information are acceptable on computer-generated forms. However, all computer-generated forms must contain the required information identified in this SOP.

6.1.1 Sample Labels

Sample labels (Attachment A) provide information regarding the samples.

1. Each label will include the following information:

   - OU: Four-digit number indicating the Operable Unit (OU) in which sampling activities are being executed.
   - TA: Two-digit number indicating the TA in which the sampling activities are being executed.
   - Unique bar code indicating both sample identification and container number: Sample identification number and container number for each sample in shipment.
   - Date, Time: Date and time when the sample was collected.
   - Location ID: A unique number that allows location information to be entered into FIMAD.
   - Analysis: Order code for type of contaminant for which sample is being analyzed (e.g., METAL, SEMI, VOC, GSCAN).

- Preserve: Type of preservative needed for a particular analysis (e.g., ice, HNO_3, none).

- Collected by, Initials: Printed name and initials of collector.

- Location: This is an optional field. If it is used, give a general description of sampling location (e.g., borehole HDH-1 by TA-16-03, outfall samples in Mortandad Canyon, etc.).

2. Completed sample labels must be affixed to the sample containers prior to or immediately following the sampling activity.

6.1.2 Sample Collection Logs

1. The FTL or designee is responsible for the completion of the Sample Collection Log (Attachment B) and must record all information pertinent to the collection of sample media on this log.

2. A sample collection log must be completed for each sample collected.

3. Information must be supplied for all fields provided on the Sample Collection Log. If a field is not applicable to a specific project, N/A (for "not applicable") must be printed in the field. Record additional information in the Comments section. The Comments section may be customized to the OU's data needs by the addition of optional fields. Some fields may be filled in by hand rather than computer-generated.

4. Entries on these logs include the following:

    - Date, Time: Date and time when the sample was collected.

    - Technical Area: Two-digit number indicating the TA in which the sampling activities are being executed.

    - Operable Unit: Four-digit number indicating the OU in which sampling activities are being executed.

    - Name/Signature: Printed name and signature of preparer.

    - Sample ID: A unique identification string of 12 characters including dashes assigned to each sample.

    - Control No.: A unique identification string of 12 characters (including dashes) assigned for each Chain of Custody/Request for Analysis form for this sample.

- Sample Location: General description of sampling location (e.g., borehole HDH-1 by TA-16-03, outfall samples in Mortandad Canyon, etc.).

- Location ID: This unique identifier allows location information to be entered into FIMAD and also connects the exact location with the analytical results. For composite samples from multiple locations, the number of samples and the location ID for each location are entered.

- Sample Type: Description of type, such as soil, ground water, surface water, filter air, charcoal tubes, ambient air, personnel air, sludge, drum contents, oil, vegetation, fauna, wipe, sediment, etc.

- Container: Volume and type of container used (e.g., 1-liter glass container).

- Analysis: Order code for type of contaminant for which sample is being analyzed (e.g., METAL, SEMI, VOC, GSCAN).

- Preservative: Type of preservation needed for a particular analysis (e.g., ice, HNO_3, none).

- Composite, Composite Type, Grab Number: If composite samples are taken, identify the type of composite sample (e.g., 24-hour composite, spatial composite); also identify the number of locations sampled to make up the composite sample.

- Depth: Description of sample intervals in inches or feet, including unit (e.g., depth of sample in feet, distance on transect in feet).

- Weather: Approximate temperature, sun, and moisture conditions.

- Field Screening: The results of field screening conducted on a given sample (for example, photoionization detector or flame ionization detector readings in ppm, field high-explosive testing—negative or positive).

- Photo: Photo information such as roll number, frame number, subject, and participants.

- Any additional field observations/comments, pertaining to the sample.

- ER-SOP: The unique identifier of the LANL-ER-SOP utilized to collect the sample.

6.1.3 Chain of Custody/Request for Analysis Forms

1. Chain of Custody/Request for Analysis forms (Attachment C) are used to document the integrity of all samples and to maintain a record of sample collection, transfer between personnel, shipment, and receipt by the laboratory. A unique control number must appear on each set of three-part forms that represent one Chain of Custody/Request for Analysis Form.

2. Generate a control number for each sample. If required, more than one sample number may appear on a single Chain of Custody/Request for Analysis form. For sampling conducted according to RFI Work Plans the control number has the structure "YYYY-NN-XXXX," where

   - YYYY is the Field Unit and TA. (For expedited cleanups or voluntary corrective actions other unique identifiers may be used in the YYYY field.),
   - NN is the calendar year,
   - XXXX is a unique sequential number.

3. For samples delivered to the SMO:

   All copies of the Chain of Custody/Request for Analysis form must accompany the sample(s) on delivery to the SMO. The FTL or designee signs the Chain of Custody/Request for Analysis form in the "Relinquished By" block, and an individual at the SMO signs the form in the "Received By" block along with the date and time. All copies of the form must be signed, unless carbons or no carbon required (NCR) paper are used. After an individual at the SMO has acknowledged receipt of samples by signing the form, the FTL or designee keeps the third or pink copy. The original (top or white) copy is kept with the samples, and the second (yellow) copy will be sent to the Records Processing Facility by the SMO.

4. For samples delivered to a mobile analytical laboratory:

   All copies of the Chain of Custody/Request for Analysis form must accompany the sample(s) on delivery to the mobile analytical laboratory. The FTL or designee signs the Chain of Custody/Request for Analysis form in the "Relinquished By" block, and an individual at the mobile analytical laboratory signs the form in the "Received By" block along with the date and time. All copies of the form must be signed, unless carbons or NCR paper are used. After an individual at the mobile analytical laboratory has acknowledged receipt of samples by signing the form, the FTL or designee keeps the third or pink copy. The original (top or white) copy and the second (yellow) copy are kept with the samples until the

analyses have been run. The original and second copies are returned to the FTL or designee when the results and sample waste are picked up. The original copy is forwarded to the Records Processing Facility by the FTL or designee.

NOTE: The Chain of Custody/Request for Analysis form signed off by the mobile analytical laboratory(s) is not a completed record. The FTL or designee should retain the pink copy for his/her use only!

5. Information must be supplied in all blank spaces on the Chain of Custody/Request for Analysis form. If the space is not applicable, enter N/A.

6. The Chain of Custody/Request for Analysis form contains the following information:

   - Date: The date field is set to be the date the Chain of Custody is generated. Be sure to change date in the field if shipping occurs on a subsequent date. 40 CFR 261.4 requires that the date of shipping must accompany the sample.

   - Los Alamos National Laboratory (Laboratory) Destination: The analytical laboratory(s) within the Laboratory that the samples are being sent to.

   - Laboratory Contact: The SMO laboratory contact.

   - Charge Code: The Laboratory program/cost code associated with this sampling activity.

   - Control Number: A unique number on each three-part set of forms.

   - Technical Area: Two-digit number indicating the TA in which the sampling activities are being executed.

   - Send Lab Report To: The name and mailstop of the OU contact to whom the analytical laboratory results should be sent.

   - Operable Unit: Four-digit number indicating the OU in which sampling activities are being executed.

   - OU Contact: FPL or designee, as appropriate.

   - Contact Phone No: The telephone number of the OU contact person.

- Turnaround Time: SMO laboratory turnaround time default is 45 days; prior arrangements must be made with SMO for shorter times.

- Date Lab Report Required: Approximate date when the lab results are needed. Normal delivery time is 60 days.

- Sample ID, and Container ID: Sample identification number and container number for each sample in shipment.

- Date/Time Collected: For each sample in shipment.

- Sample Container: Type and volume of sample container used (e.g., 1-L glass).

- Matrix: Sample description (e.g., liquid, soil, core, sludge).

- Preservative: Type of preservative used (or None).

- Analysis Requested: Analysis requested for each sample, from the standard ordering codes in the ACCESS or 4D system.

- Screening Method: Type of screening method used.

- Remarks: Additional relevant information pertaining to the samples (e.g., condition on receipt).

- Relinquished by: Name and signature of field team member transferring possession of samples to the mobile analytical laboratory(s) or SMO, or to any other authorized person.

- Received by: Name, signature, and affiliation of individual receiving the samples.

  NOTE: The individual accepting custody of a sample or set of samples must verify that all containers identified on the Chain of Custody/Request for Analysis form are contained in the packages(s) being accepted. The signature on the form acknowledges that all the sample containers have been received.

- Possible Hazard Identification: If sample(s) is hazardous material and/or suspected to contain high levels of hazardous substances, check the appropriate space(s): Radiological, Highly Toxic, Flammable, Skin Irritant, Non-Hazard, or Other. If "Other" is selected, indicate in writing what the other hazard is.

- Comments: Any additional comments are included here.

7. The FTL or designee is responsible for ensuring delivery of the samples to the SMO and/or the mobile analytical laboratory(s) and for the completion of the Chain of Custody/Request for Analysis form. The FTL or designee will inspect the form for completeness and accuracy.

6.1.4 Custody Seals

1. Custody seals (Attachment D) must be used to ensure that samples are not tampered with during shipment.

2. The custody seal for every sample are initialed and dated by a member of the sampling team.

3. The lid of every sample container are sealed with a custody seal. The seal will be in contact with the bottle and the lid.

4. The sealed sample containers are delivered to the SMO and/or the mobile analytical laboratory(s).

6.1.5 Electronic Follower

1. The electronic follower is used to track sample data. The Chain of Custody/Request for Analysis form and the electronic follower contents **must** agree before delivery of the sample(s) to the SMO.

2. Samples delivered to a mobile analytical laboratory(s) do not require an electronic follower.

3. Samples delivered to the SMO will not be accepted without an electronic follower.

6.2 Field Investigation Summaries

Field Log Books or Daily Activity Log forms must be used by field personnel to record all pertinent field data including detailed summaries of information pertaining to the field investigation, and additional field data (e.g., unusual events such as storms). If Field Log Books are used, LANL-ER-SOP-03.12, Field and Laboratory Notebook Documentation for Environmental Restoration Earth Sciences Studies, must be followed. These log books are tracked documents; unique identifying numbers are issued by the Controlled Documents Coordinator at the Records Processing Facility.

6.2.1 Daily Activity Entries

The FTL is responsible for keeping field notes that briefly summarize each day's progress. If Daily Activity Log Forms (Attachment E) are used, paginate each sheet of the Daily Activity Log for each day (e.g., 1 of 4, 2 of 4, etc.).

1. Entries in the Field Log Books or Daily Activity Log forms include the following:

    - Date: Month, day, and year at the start of each day and at the top of each page.
    - Time: The time of each activity.
    - Technical Area: Two-digit number indicating the TA in which the sampling activities are being executed.
    - Operable Unit: Four-digit number indicating the OU in which the sampling activities are being executed.
    - Site Work Plan: If applicable, include the Site Work Plan number.
    - Signature: Preparer must sign the entries at the end of each day.
    - Comments: Comments may include, but are not limited to, the following:

        - a general description of daily activities
        - deviations from approved plans or procedures
        - field team members' names
        - a description of general field conditions encountered
        - special problems
        - sketches and calculations pertaining to the job
        - performance of subcontractors, such as their equipment's suitability and adequacy
        - names and affiliations of all ER Project personnel onsite
        - supplies and equipment used
        - when photographs are taken in the field, the time, date, location, roll identification number, frame number, general compass direction, a description of the subject matter, and the photographer's name must be recorded
        - decontamination practices, such as the time at which decontamination is performed
        - a description of waste generated as a result of the field investigation
        - any additional field observations pertinent to the investigation.

7.0 REFERENCES

LANL-ER-SOP-03.12, Field and Laboratory Notebook Documentation for Environmental Restoration Earth Sciences Studies

LANL-ER-AP-02.1, Procedure for LANL ER Records Management

8.0 RECORDS

Field Log Books

Daily Activity Logs (if used)

Sample Collection Logs

Chain of Custody/Request for Analysis Forms

These records shall be transferred to the ER Records Processing Facility by the FTL or designee in accordance with the Administrative Procedure for Laboratory ER Records Management, LANL-ER-AP-02.1.

9.0 ATTACHMENTS

Attachment A - Sample Labels
Attachment B - Sample Collection Log
Attachment C - Chain of Custody/Request for Analysis Form
Attachment D - Custody Seal
Attachment E - Daily Activity Log

Los Alamos National Laboratory Environmental Restoration Project
SAMPLE LABELS - ACCESS SYSTEM

Los Alamos National Lab
OU Internal No
TA Loc ID
Analyses
Date / Time
Preservative:
FUTA-95-#### ##
Collected by Initials

Los Alamos National Lab
OU Internal No.
TA Loc ID
Analyses:
Date / Time
Preservative:
FUTA-95-#### ##
Collected by: Initials:

Los Alamos National Lab
OU Internal No.:
TA Loc ID:
Analyses:
Date / Time:
Preservative:
FUTA-95-#### ##
Collected by: Initials:

Los Alamos National Lab
OU Internal No.:
TA Loc ID:
Analyses:
Date / Time:
Preservative:
FUTA-95-#### ##
Collected by: Initials:

Los Alamos National Lab
OU Internal No.
TA Loc ID:
Analyses:
Date / Time:
Preservative:
FUTA-95-#### ##
Collected by: Initials:

Los Alamos National Lab
OU Internal No
TA Loc ID
Analyses
Date / Time
Preservative
FUTA-95-#### ##
Collected by Initials

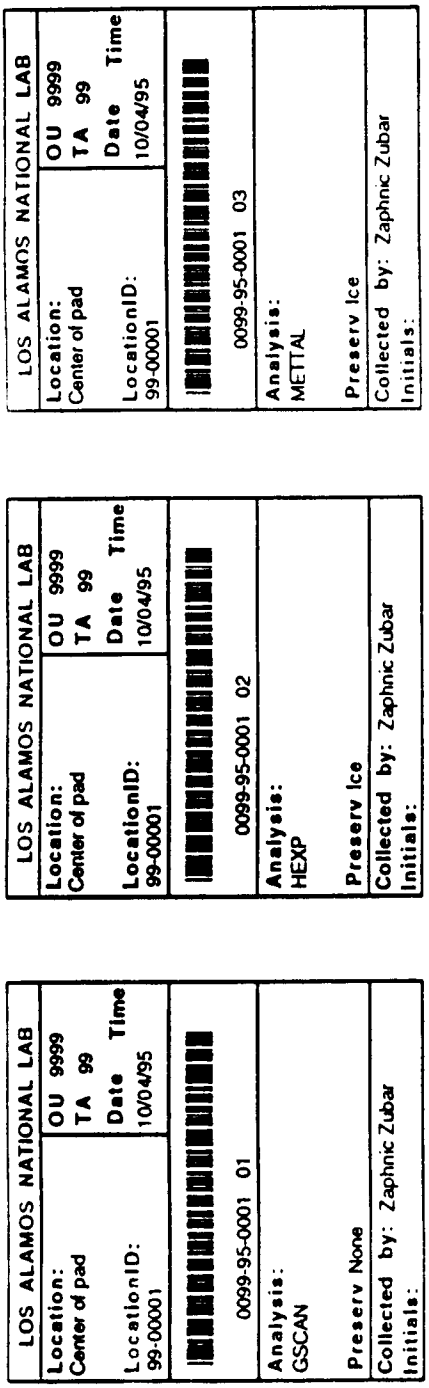
Los Alamos National Lab
OU Internal No
TA Loc ID
Analyses
Date / Time
Preservative
FUTA-95-#### ##
Collected by Initials

Los Alamos National Lab
OU Internal No
TA Loc ID.
Analyses
Date / Time
Preservative
FUTA-95-#### ##
Collected by Initials

Los Alamos National Lab
OU Internal No
TA Loc ID
Analyses
Date / Time
Preservative
FUTA-95-#### ##
Collected by Initials

Los Alamos National Lab
OU Internal No
TA Loc ID.
Analyses
Date / Time:
Preservative
FUTA-95-#### ##
Collected by Initials

Los Alamos National Laboratory Environmental Restoration Project
SAMPLE LABELS - 4D SYSTEM



EXAMPLE INFORMATION ONLY

Los Alamos National Laboratory Environmental Restoration Project
SAMPLE COLLECTION LOG - ACCESS SYSTEM

Los Alamos National Laboratory Environmental Restoration
SAMPLE COLLECTION LOG

Date ____________ Time (24 hr clock) ____________ Sheet ____ of ____

Technical Area ____________ Operable Unit ____________

Site Work Plan ____________

Control No. CV: RV: SMO

Internal No. ____________

Sample Loc. ____________ ER-SOP ____________

Loc ID ____________ Sample Type ____________

PRS ____________

Planned Interval ____________ Actual Interval ____________

Composite Yes ____ No ____ Composite Type ____________

Weather ____________

____
Printed Name, Signature and Title of Preparer

ID	Container	Amt. Collected	Preserva-tive	Analyses Requested

Sample IDs and Container IDs

FUTA-YR-#### ##

FUTA-YR-#### ##

FUTA-YR-#### ##

FUTA-YR-#### ##

FUTA-YR-#### ##

FUTA-YR-#### ##

COMMENTS ____________

Field Screening Results: ____________

Los Alamos National Laboratory Environmental Restoration Project
SAMPLE COLLECTION LOG - 4D SYSTEM

Los Alamos National Laboratory Environmental Restoration Program

SAMPLE COLLECTION LOG FOR SAMPLE ID 0099-95-0001

Date October 4, 1995 **Time** **Sample Type** Soil - Surface

Technical Area 99 **Operable Unit** 9999 **Sample Location** Center of pad

QA/QC Type None

Composite: ○ Yes ◉ No **Name (Print)** Zaphnic Zubar

Composite Type: None **Signature** _____

Grabs:

	Location ID	Start Depth	End Depth	Units
1	99-00001	0	6	in

These Samples were collected using LANL ER SOP 06.09

ID	Analysis	Container	Preservative	C of C Control No.
01	GSCAN	125 ml Polyethylene	None	9999-95-0001
02	HEXP	125 ml Glass	Ice	9999-95-0001
03	METTAL	125 ml Polyethyle	Ice	9999-95-0001

Weather _____

Sample Description _____

Field Screening

Loc ID	Depth	Screening Method	Result	Units	Comments
99-00001	0 to 6 in	CGI		%LEL	
99-00001	0 to 6 in	Field HE			
99-00001	0 to 6 in	Field Ra (alpha)		cpm	
99-00001	0 to 6 in	Fie d (beta/gamm		cpm	
99-00001	0 to 6 in	Oxygen		%	
99-00001	0 to 6 in	PID		ppm	

Photo (Roll, Frame, Azimuth, Subject, Participants):

Comments:

Los Alamos National Laboratory Environmental Restoration
CHAIN OF CUSTODY/REQUEST FOR ANALYSIS

Date _____ Charge Code _____ Control No. _____ Page _____ of _____
Operable Unit _____ Send Lab Report To _____ MS _____
Technical Area _____ Site Work Plan _____
FPL _____ Turnaround Time _____ LANL Destination _____
FPL Phone No. _____ Date Lab Report Required _____ LANL Contact _____
OU Contact _____
Contact Phone No _____

Sample ID #	Cont. ID #	Date / Time Collected	Sample Container Volume/Mat'l	Sample Matrix	Preserva -tive	Requested Analyte Code	REMARKS (Condition of receipt, etc.)

Relinquished by (Signature) Affiliation	Date:	Relinquished by (Signature) Affiliation	Date	Relinquished by (Signature) Affiliation	Date
Received by (Signature) Affiliation	Time	Received by (Signature) Affiliation	Time	Received by (Signature) Affiliation	Time

POSSIBLE HAZARD IDENTIFICATION
(Indicate if sample(s) are hazardous materials and/or suspected to contain)
Radiological__ Highly Toxic__ Flammable__ Skin Irritant__ Non-hazard__ Othe

SAMPLE DISPOSAL
Return to client ___ Disposal by lab ___ Archive ___ (Months)

RAD SCREENING METHOD:

COMMENTS

WHITE To accompany samples YELLOW Records Processing Facility PINK Field Team Leader

Los Alamos National Laboratory Environmental Restoration (Los Alamos, NM 87545)
CHAIN OF CUSTODY/REQUEST FOR ANALYSIS

Technical Area 99	Send Lab Report to Field Project Leader	Field Unit Leader Field Project Leader
Operable Unit 9999	Z999	()999-9999
Date 10/04/95	LANL Destination	Turnaround 45 days
OU Contact Field Project Mgr.	LANL Contact SMO Lab Contact	Lab Report Required 11/18/95
Contact Phone No () 999-9999	LANL Mail Stop	Charge Code 9999999999999999

Relinquished by: Zaphnic Zubar (Signature): Affiliation: Outer Limits, Inc.	Date:	Relinquished by: (Signature): Affiliation:	Date:	Relinquished by: (Signature): Affiliation:	Date:
Received by: (Signature): Affiliation:	Time:	Received by: (Signature): Affiliation:	Time:	Received by: (Signature): Affiliation:	Time:

POSSIBLE HAZARD IDENTIFICATION: (please indicate if sample(s) are hazardous materials and/or suspected to contain high levels of hazardous substances): Radiological___ Highly Toxic___ Flammable___ Skin Irritant___ Non-Hazard___ Other___

SCREENING METHOD: Field Screening

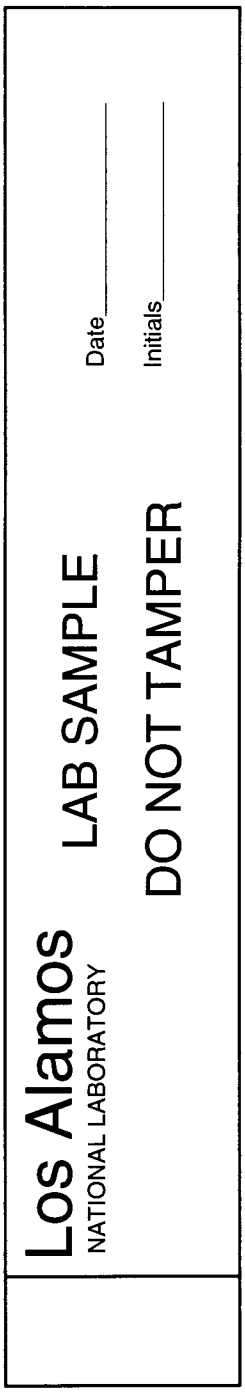
SAMPLE DISPOSAL: Return to Client

Comments:

Field Unique Sample #/ID	Cont ID	Date & Time Collected	Sample Container Volume/Material	Matrix	Preserv	ANALYSIS REQUESTED: (SMO Order Codes)	REMARKS (Conditions of receipt, etc.)
0099-95-0001	01	10/04/95	125 ml Polyethylene	Soil	None	GSCAN	
0099-95-0001	02	10/04/95	125 ml Glass	Soil	Ice	HEXP	
0099-95-0001	03	10/04/95	125 ml Polyethylene	Soil	Ice	METTAL	

Original - LANL Destination Yellow - RPF Pink - FIL Copy

Los Alamos National Laboratory Environmental Restoration Project
CUSTODY SEAL



The custody seal shown above is a red gummed cellophane label.

Los Alamos National Laboratory Environmental Restoration Project
DAILY ACTIVITY LOG

Date: _____ Sheet ____ of ____

Technical Area _____ Operable Unit _____

Site Work Plan _____

Signature _____

Comments: